

<b>EXPENSE CLAIM FORM</b>	<b>FORENAME(S)</b> Helen
	<b>SURNAME</b> Gardner-Swift



Scottish Information  
Commissioner

#### SECTION A: TRAVEL EXPENSES - MILEAGE / TOLL / PARKING

Date of journey	Reason for journey, start point, places visited, end point	Mileage incurred	Cost per mile (see	Value Mileage Claimed	Bridge Tolls	Parking	Total Travel Expenses
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
	Claim for a passenger:		0.05	0.00			0.00
	<b>TOTAL</b>	<b>0</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

#### SECTION B: OTHER TRAVEL / OVERNIGHT EXPENSES / MEALS / REFRESHMENTS

Date of Expenses	Detail / Reason for Expenses	Rail	Taxi or public transport	Accommodation	Meals / Soft Drinks	Alcohol with meal	Total Overnight / Meals
							0.00
07/05/2019	Travel to meeting in Saughton House		13.00				13.00
							0.00
							0.00
							0.00
							0.00
							0.00
	<b>TOTAL</b>	<b>0.00</b>	<b>13.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13.00</b>

